

County Lines



**MAY
2005**

TCOB MEETINGS

Commissioners

5/2 10:00 am Tippecanoe Room

5/16 10:00 am Tippecanoe Room

Council

5/10 1:00 pm Tippecanoe Room

5/10 2:00 pm Tippecanoe Room

Public Hearing



County Offices CLOSED

Monday, May 30

MEMORIAL DAY

[Memorial Day History](#)

The Commissioners and staff continue to try to improve communication between county employees. Be sure to look through the electronic Public Bulletin Board every couple of days - (under Public Folders in your outlook folders). This is the place to put those public announcements (Red Cross fundraiser - Walk for America - Habitat opportunity - etc.) and anything else you'd like everyone to know (send get well cards to - opportunity to attend a meeting about - car for sale - etc.)!

We ask that you do not send emails of this non-business nature to everyone, but rather, post 'em on the bulletin board! If you do not have access to the Bulletin Board, call MITS at 711 to post your item for you. Thanks for your cooperation!

**'ROUND THE FOUNTAIN
ART FAIR
Saturday, May 28th**



Since so many of us are getting questions from the public as to how the taxes are calculated and why they increased this year, our Auditor, Bob Plantenga, wrote a document called **"How are property taxes calculated & why did they go up so much?"**

You may want to direct your callers to our website. You can get to Bob's explanation from the homepage.

<http://www.tippecanoe.in.gov/egov/docs/1114628544111.htm>

ANNIVERSARIES:

20 YEARS

James Caldwell

15 YEARS

Gloria Andrews

10 YEARS

Mary Bailey

5 YEARS

Judy Long

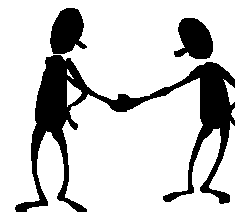
Shannon Cassady

Linda Mussche

Mark Albers



THANK YOU!!!



Important reminders:

County Travel Policy

If your job requires you to travel to conduct county business, you must become familiar with the county's travel policies--regardless of funding source. It is always in your best interest to keep receipts for every expenditure while traveling. If your travel falls under the guidelines of a federal or state agency, it is your responsibility to provide evidence to support your claims. Being informed prior to the event will alleviate confusion by all parties. The county's travel policy is available on the **Human Resources** web site.

Commissioners' Agenda

The Board of Commissioners, as the executive branch of government, is charged with authorizing and executing contracts and agreements on behalf of the county. (The law allows only a few exceptions.) The Commissioners meet every 1st and 3rd Monday in order to conduct this type of business. If you need signatures on grant applications, grant agreements, contracts for goods or services, agreements between the county and other agencies, etc., please call the Commissioners' office to get on the agenda.

PARKING... Please, call Susan Timmons at 597 if you have a different vehicle, license plate number, name, question, or comment.

FYI from the **TREASURER'S OFFICE** regarding **PROPERTY TAXES...**

\$ 1st installments of property taxes are due May 10, 2005.

\$ 2nd installments of property taxes are due November 10, 2005.

\$ Partial payments are acceptable at any time. Keep in mind the full amount due must be paid on or before each due date to eliminate a 10% penalty.



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Mark your calendars for the **2005 RIVERFEST** at **Tapawingo Park Saturday, July 9th**, featuring Dragonboat Races on the Wabash. We are presently recruiting paddlers for this year's **Tippecanoe County Dragonboat Team**. Last year your fearless coworkers brought home a plaque for having the best time in our division, the challenge class. **Let's defend our honor! We need just a few more good paddlers.** So far, the following enthusiasts have volunteered for this year's team: Krista Trout, Sheriff Smokey, Ann Wagner, Teresa Duncan, Jennifer Weston, Chris Chapman, Kathy Gray, Kathy Vernon, John Burns, Zach Beasley, and Chris Brophy. Email Linda Horton, if interested.



SOIL & WATER CONSERVATION DISTRICT

www.tippecanoeswcd.org

Please, show your support for our Veterans by attending the **Memorial Day Parade and Ceremony, Monday, May 30th**. The parade begins at noon at Main & 16th Street, following Main to Wallace and entering Columbian Park at Park Avenue, proceeding to Memorial Island. Ceremony to follow immediately.

Consistency is the key in addressing mail!

To take advantage of postage discounts, mail must be addressed properly.

Following are instructions for best readability:

Addresses Should Be:

- ✓ Left Aligned
- ✓ No punctuation (except hyphen in zip code)
- ✓ Sans Serif Font (such as Arial, Verdana, Tahoma, Helvetica)
- ✓ 10-12 point font size
- ✓ ALL CAPS

Common Addressing PROBLEMS:

- ✓ Letters touching (top to bottom; side to side)
- ✓ Logo or extraneous printing **below** or **to the left** of delivery address line
- ✓ Information **below** delivery address line
- ✓ Address slant more than 5 degrees
- ✓ Delivery address not immediately above city, state, zip line
- ✓ Address not completely visible through window
- ✓ Not enough contrast
- ✓ Italic, bold, condensed, artistic, or script-like fonts used

Don't know how to access your Microsoft Bulletin Board? Call 711 today for friendly helpful service.

Any good ideas?
Place them in one of our suggestion boxes.

